

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the part-time position of Event Coordinator at [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our team.

Position Details:

- **Job Title:** Part-Time Event Coordinator
- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Number of hours] hours per week, typically [Specific Days/Times]

Compensation:

Your starting pay will be \$[Amount] per [hour/month]. You will be paid on a [weekly/bi-weekly/monthly] basis.

Responsibilities:

In this role, your primary duties will include assisting in the planning, logistics, and execution of various events, coordinating with vendors, and managing on-site event operations as needed.

Please confirm your acceptance of this offer by signing below and returning this letter by [Expiration Date].

We look forward to having you join our team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the offer for the part-time Event Coordinator position as outlined above.

Signature: _____ Date: _____